COLLECTION DEVELOPMENT POLICY
Emporia Public Library
Approved by the Library Board 5/11/2017

Purpose Statement

The collection development policy is designed to guide selectors in developing the collection and in allocating resources to meet the needs of the Emporia community, as well as to explain collection building principles and processes to staff and to the public. This plan outlines the responsibilities of persons involved in selection, explains special circumstances and provides guidelines for development.

The library’s service roles guide staff in the development of services and allocation of funds for all collections and services. Collections are developed to stimulate the imagination and to provide materials for reading, viewing and listening for education and pleasure for all ages. The library also supports early literacy, with collections which help prepare young children for entering school ready to learn, read, write and listen. Collections include materials which help residents find information and answers to questions they have and to develop skills to learn to locate, evaluate and use information to meet their needs.

The Library Board of Directors and the library staff endorse the ALA Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement. (See Appendices).

The selection of any title does not constitute endorsement of its contents. The library strives to provide a wide range of resources. Decisions are made solely on the title in relation to the building of the collection and the serving of customers’ interests.

Funding for the collection comes from the city library budget, a county appropriation, interest from endowed funds, the Friends of the Library and gifts and memorials. According to the 2012 Standards for Kansas Public Libraries, an adequately funded public library has a material and resource target of 12% of the total operating expenditures from all income sources (excluding capital fund expenditures).

Definition:

Collection development includes the process of adding and withdrawing materials from the library’s collection, including print, audio visual, electronic, and subscription formats in order to fulfill the service roles of the library. The library may belong to a cooperative e-resource consortium which performs its own collection development without the input of this library.

Regulations

Criteria:

Materials selected are intended to meet the diverse reading, viewing and listening needs of library users, either expressed or those determined from community demographics and areas of interest.

Any or all of the following criteria are considered in evaluating material for the
collection, including popular demand for a title or subject matter, reputation of author or publisher, timeliness, accuracy, indexing and other organization of material, reviewers’ opinions, literacy or artistic merit, social significance, cost, condition, quality, local interest and availability of materials elsewhere. The availability of information via the Internet is an important consideration in selection and in use of resources.

Responsibility:

The library director is responsible for coordinating the selection of materials for the library, for working with selectors to establish and monitor materials budgets and for ensuring a continual supply of new resources. The director has final responsibility for the selection of materials and delegates authority to specific staff to manage selection.

Customer requests, comments and ideas about the collection and its development are always welcome. Selectors give high priority to purchasing requested items for customers. Customer requests are usually honored, unless the item requested does not fit the library’s selection criteria. Library staff may participate in the selection process by making suggestions for purchase. Factors such as prohibitive cost, narrow range of interest or unavailability may prevent purchase. In those cases, the library attempts to obtain requested materials through interlibrary loan.

Scope:

The collections of the library focus on current information that reflects a wide range of differing viewpoints. As a result, preference is given to general materials that provide an overview rather than those that are scholarly, specialized, or professional in nature and selected materials are therefore intended for use by the general public. The collection includes popular materials, significant classics, and prominent current editions that are systematically evaluated and withdrawn in order to support the general interests and needs of the community.

Formats:

Formats should be appropriate for library use, including a size that can be accommodated by shelves, racks or other library furnishings. Paperback editions are purchased because of their popularity for recreational reading and for multiple copies of titles expected to be in high demand for a limited period of time. In general, books should have durable bindings, good quality paper and clear print. Consumable books, such as workbooks, spiral-bound items, stapled items, etc. are not desirable but are purchased if the specific item under consideration is needed to meet demand. Circulating materials in all formats, print and non-print, should be durable and suitable for multiple uses.
New Formats:

New formats will be considered for the collection when surveys, requests or other indicators of local demand show that a significant portion of the community will use the format. Availability of items in the format, cost per item and the library’s ability to handle the format will also be factors in determining when a new format will be added. Similar considerations will influence the elimination of a format from the collection.

Gifts and Donations:

See separate gift and memorial policy.

Reconsideration:

The library’s collection reflects a variety of viewpoints on a wide range of subjects. Because a collection of diverse materials may result in complaints about materials or requests for reconsideration of materials, the library has a process for the reconsideration of library materials to assure that concerns are handled in an attentive and consistent manner. A reconsideration request is a request to remove from or reclassify an item in the library’s collection.

The selection of any item does not imply endorsement of any expressed viewpoint. Library material will not be identified to show approval or disapproval of the content, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Library staff are available to discuss concerns and comments about the suitability or classification of an item in the library’s collection and will try to assist customers in finding materials that are suitable for their use.

If customers wish to pursue their concerns further than discussion with staff, they may fill out a Request for Reconsideration of Library Materials form (See Appendices).

The director will inform the board of trustees of all requests for reconsideration of library materials and their disposition in a timely manner. Within 30 days after receipt of the reconsideration request, the Library Director will inform the complainant of the results of the evaluation and any action which will be taken by the library. In the event of an appeal of the decision of the Library Director by the complainant, the Library Board will serve as the final arbiter.

Weeding:

Titles are withdrawn from the library’s collection through systematic weeding by selectors on a routine basis, depending on the collection area and nature of the materials. Systematic evaluation and weeding of the collection are required in order to keep the collection current, responsive to customer needs, to insure its vitality and usefulness, and to make room for newer materials. Staff involved in the weeding process rely on the professional guidelines found in Crew: A Weeding Manual for Modern Libraries (Texas State Library and Archives Commission). This helps identify items
which are inaccurate, outdated, trivial, damaged, available elsewhere, or irrelevant to the community needs.

Weeding also helps selectors evaluate the collection by identifying areas or titles where additional materials are needed or where updated editions are desirable. Holdings of other libraries in the area are considered in weeding decisions. Withdrawn materials in good condition are given to the Friends of the Library for resale. Materials that are not given to Friends are disposed of at the discretion of the library.

**Resources and Tools:**

Materials are selected based on reviews in professional journals, popular magazines, newspapers, subject bibliographies, recommended lists, publishers’ catalogs, media interviews, Internet sites, staff and customer requests.

**Self-published Materials:**

As a general rule, self-published materials are not purchased by the library, unless they meet the same selection guidelines as other materials purchased for the library, have received positive reviews from professional journals or have significant local interest.

**Textbooks and School Curriculum-Related Materials:**

The library does not purchase textbooks or other curriculum-related materials, except when such materials would also serve the general public. Sometimes the collection is best developed by adding elementary, secondary or college textbooks in subject areas such as math, physics or chemistry, since there may be few titles in any other format, and they may add substantially to the collection.